Good Financial Systems & Internal Controls

- Accounting systems and internal controls are adequate to report grant expenditures, and/or management controls are sufficient to safeguard Federal funds.

- Financial reporting is accurate and complete.

- If applicable, the most recent A-133 audit has been sent to the Federal Clearing House. Independent Audits or Financial Statements are to be sent to Serve Nebraska on an annual basis.

- Accounting records do identify grant costs by programmatic year, by budget line item, and does differentiate between direct and indirect costs or administrative costs.

- Written financial policies and procedures are in place and are reviewed annually.

- Adequate internal controls for separation of duties are in place.

- Has individual at the organization designated as signatory authority to sign grant award documents and final financial reporting.

- The program/project director's timesheet does allocate time between different grants or staff allocating time to more than one grant are keeping some record that shows actual time spent on each grant.

- Original invoices for program costs are processed for payment and signed off by the AmeriCorps Program Director.

- Written policies and procedures are in place to ensure proper documentation of financial transactions occur and is followed.

- Ensure tutoring program meets the eligibility, training, supervision, and curriculum requirements in order for AmeriCorps members to participate in tutoring students.

- Adequate training and oversight systems are in place for multi-site programs to ensure AmeriCorps grant provisions, federal grant regulations and member requirements are met.

- Has written policies and procedures in place that document steps that are to be followed to ensure adequate safeguards over AmeriCorps member files and any confidential information.

- Procedures are in place regarding the quality of performance data, validity as to how the data is gathered, and accuracy of the data.

Food for Thought: What program internal controls can be put into place to enhance the integrity and performance of a program?